

Stages	Phases	Major Deliverables	Task(s)	Roles	Timetable & Checkpoints	
Develop	Plan It	Audience Analysis	Identify Stakeholders (Stake Map)	POS, POPM, SFAU PM, ID		SFAU Mgmt
			Conduct Audience Analysis	SFAU PM, ID, SMEs, Users		POPM
			Identify current "in fit" performers	SFAU PM, ID, SMEs, Users		POPM
			Define "in fit" performance requirements	SFAU PM, ID, SMEs, Users		POPM
			Identify performance gaps (Gap Analysis)	SFAU PM, ID		POPM
			Identify strategy for addressing gaps	SFAU PM, ID		POPM, SFAU Mgmt
		Curriculum Plan	Identify Learning Objectives	ID		SFAU PM, SFAU Mgmt, POPM
			Identify content scope (Content Inventory)	ID, SMEs		SFAU PM, POPM
			Determine Training Delivery Strategy/Instructional Approach			
			Gather Technical Requirements & Select Software	ID, SFAU PM		SFAU PM, SFAU Mgmt, POPM, POS
			Determine instructional platform (training material & metrics descriptions)	ID		SFAU PM, POPM
		Project Plan	Identify Tasks, Deliverables & Roles	SFAU PM		COTR, POPM, SMEs
			Develop Budget	SFAU PM		SFAU Mgmt, POPM, POS
			Identify support personnel			SFAU Mgmt, POPM, POS
		Task Order	Identify tasks in project	POPM, SFAU PM		
			Create Task Order	SFAU PM, COTR		
		Task Order	Review Task Order	POPM, POS, COTR		COTR
			Review Task Order	COTR		
		Project Management	Control project work throughout each phase	SFAU PM, POPM		
	Design It	Instructional Strategy/Storyboard	Create Macro Storyboard/Goal Map	ID, SMEs		SFAU PM, POPM
			Review and Adopt Training Material Standards (Templates)	ID, SMEs		SFAU PM, POPM
			Create Engagement, Interactive and Learning Relevance Activities ((Activity Name, Activity Type, Learning Objective for Activity, Content Scope, Artifacts/Tools, Examples Needed, Feedback Strategy)	ID, SMEs, LC		SFAU PM, POPM
		Content Outline	Create Macro Content Outline	ID, SMEs		SFAU PM, POPM
			Elaborate Detailed content	SMEs		SFAU PM
		Alpha Usability Test	Create Usability Test Plan	Tester		SFAU PM, POPM
			Conduct Alpha Usability test (results & recommendations)	Tester, Users		SFAU PM, POPM
		Evaluation Instrument	Plan Evaluation/Measurement tools & methods	QC		SFAU PM, POPM
		Deliverable Schedule	Create Micro Timeline including Implementation Plan (Implementation Schedule, TOT Design Requirements, Logistics, Resource & Site Requirements, Training Maintenance Plan)	SFAU PM		POPM, LC, SMEs, IT
		Support Processes	Identify Help/Support Processes required	SFAU PM, ID		POPM
		Project Management	Kick-off meeting	All Participants		
			Create Communication Plan	SFAU PM		POPM
			Control project work throughout each phase	SFAU PM, POPM		
	Build It Class	Instructor Materials	Create detailed course content (Micro Content Outline - presentations, scenarios & activities)	SMEs, GD, MC		SFAU PM
			Create Instructor/Facilitator material	SMEs		SFAU PM
			Prepare/Train the Trainer course structure, content, material and logistics	ID, SMEs, LC		SFAU PM, POPM
			Select Trainers for TOT	SFAU PM, POPM		
		Participant Materials	Create detailed course content (Micro Content Outline)	SMEs, GD, MC		SFAU PM
			Create Participant Material (guide, workbook & artifacts)	SMEs		SFAU PM
			Develop Performance Support materials (aids/props/job aids)	ID, SMEs, GD, MC		SFAU PM, POPM
		Testing	Plan Internal Usability tests	Tester		SFAU PM, POPM
			Conduct Internal Usability Tests	Tester, Users		SFAU PM, POPM
			Plan Pilot development tests	Tester		SFAU PM, POPM
			Conduct Pilot development tests	Tester, Users		SFAU PM, POPM
		Support Processes	Build Help/Support processes	ID, SMEs		SFAU PM, POPM
		Evaluation/Measurement	Develop Evaluation/Measurement tools & methods	QC		SFAU PM, POPM
		Training Logistics	Execute Training Logistics	LC		SFAU PM, POPM
			Package Materials (printing & shipping)	DP		SFAU PM, POPM
		Project Management	Conduct ongoing communications	Comm		Dev
			Selection of Trainers	SFAU PM, POPM, ID		SFAU PM
			Control project work throughout each phase	SFAU PM, POPM		
	Build It Online	Course Materials	Create Content Content (Trainings by domain - COTR - Just Smr)	SMEs, GD, MC		SFAU PM
			Create Artifacts & Tools	SMEs, GD, MC		SFAU PM
			Identify Examples	SMER		SFAU PM, POPM
			Develop Feedback	SMEs		
			Coordinate Media Development: Graphics/Video	SMEs, GD, MC		SFAU PM
			Create Training Database	SMEs, IT		